**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**Subject: Rejection to tender for construction project**

We would like to thank you for your interest in giving a quote for our construction project (state name of the project) to our company.

We are aware that you put much effort and time into preparing the bid, but we regret to tell you that we have awarded it to another construction firm. The reasons for this are (tell the reasons for rejecting the bid).

Thank you for the time that you have taken, and we hope that you will continue bidding for any future projects with us.

Sincerely,

[Your Name]  
[Designation]  
[Company Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_